



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: RB 10-2015

(X) DIVISION/PROGRAM	(X) DEPARTMENT	(X) STATEWIDE
TITLE: Analyst Trainee		SALARY: (P95) \$41,230.15 - \$43,094.21
OPENING DATE: June 29, 2015		CLOSING DATE: July 13, 2015
EXISTING VACANCIES: 1 (One)		WORKWEEK: 35
PROGRAM/LOCATION:	DEPARTMENT OF ENVIRONMENTAL PROTECTION Environmental Management Division of Solid and Hazardous Waste Management 401 E. State Street Trenton, New Jersey 08625-0420	

DESCRIPTION: Under the direction of a supervisor in a State department, or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience: does other related work.

SPECIFIC TO THE POSITION: This Analyst Trainee position will be responsible for analyzing business processes in the Division of Solid and Hazardous Waste determining the need and priority for data processing modernization. Participate in the design, development, implementation and ongoing quality control of the Division’s data systems. Coordinate with the Office of Information Resource Management (OIRM) on an as needed basis for Division projects. Ensure that the Division’s hardware/software requirements are met for the implementation of data processing systems. Responsible for emergency debris data management.

REQUIREMENTS:

Education: Graduation from an accredited college with a Bachelor’s degree.

License: Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

RESIDENCY: Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Roe Bogacz
Division of Human Resources
Bureau of Human Resource Operations
PO Box 420; Mail Code 436-01
Trenton, NJ 08625-0420
E-mail Address: Roe.Bogacz@dep.nj.gov
Fax Number (609) 292-0968

POSTING AUTHORIZED BY: Deni Gaskill, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
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